Financial Coordinator

Duties/Responsibilities: With limited supervision; plan, develop, coordinate, administer and perform duties related to the financial analysis and control of the Wake Forest Institute for Regenerative Medicine (WFIRM) finances on a daily basis. Work closely with faculty and staff to provide accurate data related to projects and program budgets, maintain effective communications with WFUHS departments for accurate reporting and review.

Specific Responsibilities:
1. Review financial reports for accuracy. Investigate discrepancies and take corrective action as necessary on a monthly basis.
2. Prepare comparative financial analyses to assist administration and faculty with financial decisions.
3. Reconcile monthly financial reports; review all reports from Controller’s Office for accuracy and identify potential issues for review and take the lead in assisting resolution of any discrepancies in a timely manner.
4. Assist with research projects by providing accurate financial information to support the submission and award of research grants, including but not limited to assisting in drafting budgets and review of completed grant applications for accuracy and completeness.
5. Create and manage the financial aspects of a laboratory inventory system with lab operations.
6. Assist with the financial planning process and yearly budgeting process.
7. Develop and recommend implementation of new and revised financial management systems and procedures.
8. Perform complex financial modeling.
10. Monitor expenditures on numerous large grants and departmental accounts; perform day to day budget management of assigned funds; prepare regular reports and analysis on the financial status of grant accounts.
11. Act as a departmental liaison for contract financial issues with the Controller’s Office, Development Office, Office of Research and other departments involved; establish a thorough understanding of the Medical School and granting agencies rules and regulations to avoid inappropriate expenditures.
12. Establish and maintain financial databases and files. Process purchase requisitions, payroll, accounts payable and other grant-related expenses.
13. Ensure all requirements of contract and payment schedules are in compliance relative to institution and funding agency expectations.
14. Serve as the department’s expert on effort certification and assume signing authority for day to day operations.

Minimum Qualifications:

1. Bachelors degree in Business Administration, Accounting, Health Administration or related field of study
2. Computer skills and the ability to develop financial spreadsheets
3. Two years of grant related accounting experience
4. Strong customer Service and team oriented work ethic
5. Strong, demonstrated organizational skills with abilities to independently prioritize, multi-task and work in a fast paced environment
6. Strong oral and written skills
Desirable qualifications
1. PeopleSoft Financial and HR systems
2. Masters degree or CPA